

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

December 9, 2016

Present: Dave Singer, Muriel Harper, Donna Maly, Charlie Krupa, and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the November 11, 2016 EPF&A Committee meeting with the revision under #6 – “The Bank of Mauston....”
3. The new Homeless Unit Supervisor, Wendy Schneider, began on December 1st; Craig Gaetzke’s hours will be reduced and he will be working on special projects. Jacob Johnson has been hired as Linda Faivre’s replacement.
4. Kari Labansky presented the Finance Report. The Revenue Expenditure Statement ending September 30th reflected \$5,218,192 in revenue and \$5,332,858 in expenditures. Audit bids were received from Wegner CPAs and WIPFLI. After discussion, motion was approved by unanimous vote accepting the bid from WIPFLI. The Employee Contribution Fund reflected \$8,776 as of November 30th. The Statement of Budget, Income and Equity for our Wisconsin Dells Building was reviewed. Motion passed by unanimous vote approving the Finance Report with thanks to Kari.
5. Fred reported that CWCAC, Inc. will assume management of Kenwood Properties from Wisconsin Management Company effective January 1st.
6. A book shelf was purchased with funds from the Maurices gift card drawing for our new book program. Donated books already on display.
7. The archeological study and wetland review are completed for our John Wenum Project. We await a revised acoustical study from On-Site Testing.
8. Committee members reviewed the by-law revisions suggested as a result of the attorney review. After discussion, motion passed by unanimous vote to work on cleaning up grammatical errors over the next few months with a copy going to the full board when completed.
9. Committee members reviewed a resolution regarding the separation of CWCAC, Inc. from Reedsburg Housing Associates, LLC – Babb Creek Apartments upon receipt of final payment in the amount of \$20,547.16 and final documents from the State of Wisconsin, Division of Housing stating that Contract #335 has met all requirements and has been completed. Motion passed by unanimous vote approving the resolution and submission for full board approval.
10. The December Board Meeting Agenda was reviewed. After discussion, committee members agreed to change IV. “Old” Business to IV. “Unfinished” Business. This will appear on the February agenda.
11. Committee members reviewed the CWCAC Policy on Subordination of Mortgage. Fred reported the City of Portage may accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State.

12. Recent competitive grants awarded to CWCAC, Inc. include: Alliant Energy in the amount of \$3,000 for the Skills Enhancement Program and SSM Health in the amount of \$2,500 for the Wisconsin Dells Food Pantry.
13. Meeting Adjourned – Next Meeting – January 13, 2017 @ 10:00 am